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**TITLE:       Mechanic/Transportation Helper****Page 1**

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**Employee Group:** Maintenance**Reports to:** Transportation Shop Supervisor**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Group 1 (Helper)

**JOB SUMMARY:** This position provides mechanical and maintenance assistance in the Transportation Division under the direction of a Foreman or designee. The responsibilities include assistance to bus mechanics and drivers, maintenance of supplies for assigned area and upkeep of the Transportation grounds and buildings.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

1. Provides general upkeep and some preventative maintenance on District vehicles; checks belts and hoses, tightens or replaces as needed; replaces windshield wipers, windows, head and tail lights; checks and adds oil as needed; repairs seats with vinyl patches, replaces seat covers; washes Transportation support vehicles on a weekly basis.
2. Maintains appearance of grounds, pump island, wash rack, bus yard, and buildings. Sweeps, picks up, and disposes of debris. Maintains supplies at the pump island, wash rack, and Transportation buildings for District staff. Keeps propane filled.
3. Assists bus mechanics and body shop with minor repairs and assists bus drivers with mirror adjustments; retrieves supplies as requested. Changes and repairs tires on vehicles. Puts snow chains on tires.
4. Drives buses to school bus driver's location and makes exchange; brings back malfunctioning bus. Shuttles parts, supplies, and buses; assists drivers and/or mechanics as requested.
5. Assists in maintaining upkeep of transportation grounds. Lifts and hauls scrap metal from Transportation grounds. Makes minor plumbing and carpentry repairs.
6. Monitors supply inventory and replenishes stock as needed.
7. Performs additional related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:** -**Knowledge, Skills, and Abilities:**

Knowledge of standard methods, materials, tools and equipment employed in minor repairs on vehicles and miscellaneous building maintenance.

Ability to perform basic mechanical, electrical and plumbing maintenance.

Ability to diagnose mechanical, electrical, and plumbing problems.

Ability to change tires on various vehicles, make repairs, and attach snow chains.

Ability to work effectively and collaboratively with others.

Ability to follow verbal and written instructions.

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Ability to prioritize, respond to emergencies and re-prioritize as necessary.  
Ability to accurately complete and maintain written records and forms.

**SPECIAL REQUIREMENTS/LICENSES:**

Must possess and maintain the following:

- An acceptable driving record based on an approved driver's abstract (or Motor Vehicle Record)
- Driver's license verification and validation
- Current Washington State Class B Commercial Driver's License (CDL) with Air Brake and Passenger Endorsements (provided by the District within 90 days of employment)
- First Aid/CPR Certification (provided by the District within 90 days of employment)
- Must be 18+ years old.

**PREFERRED QUALIFICATIONS:**

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**WORKING CONDITIONS:**

Regularly works in indoor/outdoor conditions. Noise level in the work environment is usually moderate. Required to travel to and from various District sites within the Edmonds School District and surrounding areas to provide technical support. Must be able to work in all weather conditions and able to drive a manual transmission. Required to use your own vehicle with mileage reimbursement. Must be willing to work varied shifts and wear district uniform.

**PHYSICAL DEMANDS:**

This position requires the physical ability to stand, bend, stoop, and twist, lift up to 50 pounds.

**DISCLAIMER:** The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

**CLASSIFICATION HISTORY:**

NEW:           January 1996  
REVISED:     April 2004  
REVISED:     March 2007  
REVISED:     October 2024  
REVISED:     May 2026